

Confidential guides wanted for GUIDE

[GUIDE](#) was confirmed as a procedure by the Rectorate in 2023 to professionalize the handling of conflicts and misconduct at Heidelberg University.

In addition to the existing confidential contact points, voluntary confidential guides are sought to provide initial support in addition to the existing [confidential contact points](#) for anyone that seeks help. This will ensure that members of the University community can work, study and teach knowing that support is always within reach.

Would you like to become a part of GUIDE?

Knowing how to deal with **work and study conflicts, discrimination, harassment, bullying or stalking** effectively is important for everyone! Confidential student guides are appointed for a period of one year, while other confidential guides are appointed for three years with the option of reappointment and have a joint transition period with their successor.

You will receive information about the university process flow, legal background and psychological counselling and self-care as part of a mandatory training course. These will be provided by UNIFY since they are essential to this role. In addition we will offer you support in your advisory work through regular supervision and peer consulting as helpful support in your counselling activities and you will receive recognition for your voluntary work.

What qualifies a guide?

In order to offer those seeking advice an effective counterpart, we are looking for people who have been affiliated with the university for at least one year.

As a group, our confidential advisors should also be diverse in terms of their affiliation to the university and other characteristics, so that those seeking advice can choose the contact person most compatible for their concerns. They should meet the following requirements:

Your communication skills:

You have a very good basis for counselling if you are good at **communicating with others**, speak **several languages** and ideally have previous **counselling experience to reflect** on the concerns of those seeking advice.

Mediation skills, integrity and confidentiality are necessary prerequisites for the job. A **good capacity for abstraction** and the ability to distance yourself from the matter at hand are essential for your personal self-care and for counselling work.

Your sensitivity to diversity:

At the same time, you show empathy and a general openness to the perspectives of others and stand up for those affected by work and study conflicts, (multiple) discrimination, harassment, bullying and stalking.

Your resources and networking:

In order to provide quick and uncomplicated support when talking is required, it is necessary to create **prompt opportunities for discussion in everyday study/work life**. It would be expected of you to publish your contact details on the website of the institution and on the website of the confidential guides. The duration of counselling should not exceed an average of 2-3 hours per month per guide.

You are willing to engage with **issues of conflict and stressful dialogue** without imposing your own perspective? You are **well connected** and enjoy a **high level of trust** in your organisation? As a stable personality with a confident demeanour, you have the **stamina** and **tolerance for frustration**? We welcome your application!

In order not to overburden you and your resources, you could tell us about any other volunteering positions you already hold at the university and whether you hold any other key roles (e.g. duties on the staff council, confidential contact point or if you hold a relevant office).

What is the next step?

If you are interested, we look forward to receiving your application in the form of a short CV and letter of motivation by **31 May 2024** to guide.unify@uni-heidelberg.de.

Units of the university are also invited to contact and nominate people for their community. The Rectorate Commission for Fair Conduct will select the confidential guides. A start in summer semester 2024 is planned.